

## How to create Items and Scheduled Offerings

The following instructions detail the process that LearningLink administrators will use to create Items and Scheduled Offerings and to record learning in LearningLink.

### What is an item?

*"An item is a container for a unit of learning that you can assign to a user and track its completion."*

**A course or a webinar is an "Item". An example of an item would be  
"Project Management 101"**

### What is a Scheduled Offering?

*"A scheduled offering is an instance of an Item (learning event) with a scheduled date and time."*

**One particular offering of a course or a webinar is a "Scheduled Offering". An  
example of a scheduled offering would be  
"Project Management 101 on March 15<sup>th</sup> at 2:00 PM"**

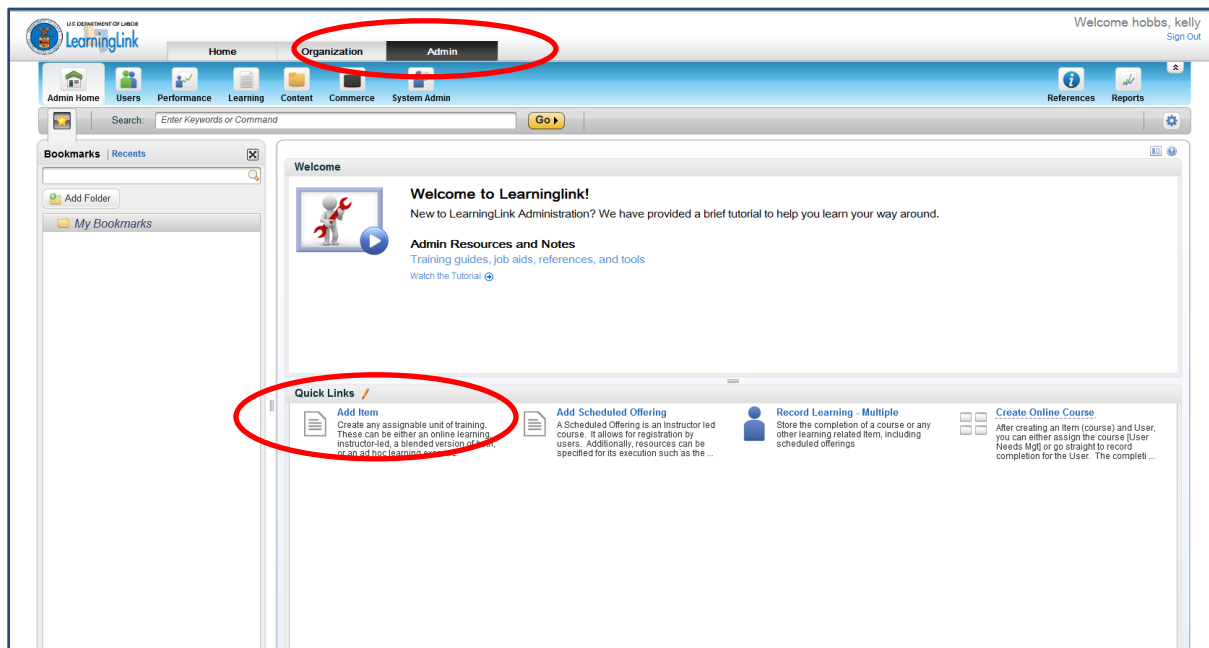
### One Item, Many Offerings

Typically, you would create an item only once and then you would create a scheduled offering every time the item is offered.



## Follow these steps to create an item in LearningLink:

1. Log into LearningLink and select the Admin Tab
2. Select "Add Item" from the Welcome screen
  - a. Note you can also search for and add items by selecting the "Learning" button on the menu bar.
- 3.



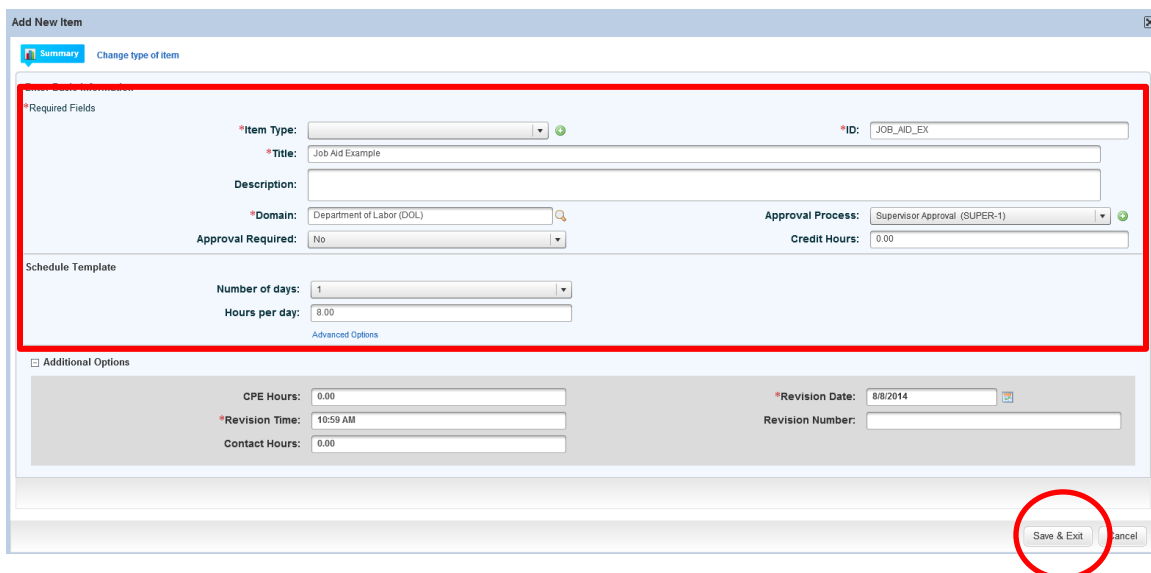
4. Choose the appropriate type of item and select "Ok". (Note: most items will either be Scheduled Only or Online Only)
5. Select / Enter the following details for your Item:

- a. Item Type (e.g. course, webinar)
- b. Title (e.g. Project Management 101)
- c. Item ID (e.g. DOL\_PM\_101) – This is the unique identifier for your item
- d. Domain ID – The Domain ID represent the Agency that “owns” the course (e.g., ETA, OIG, BLS, etc.)

If your course requires approval, you would indicate so by first selecting an approval process and then selecting the “Approval Required” checkbox. The approval process typically used for internal DOL courses is “SUPER-1 (Supervisor Required)”

Revision date and Revision Time will be pre-populated with the current date and time. You don’t need to change these values.

6. Once the required values are entered, select the “Save & Exit” button to continue.



7. Add a segment to your item by selecting Segments on lower left under Related. You would typically have one segment per day of training so if your course is just a one day course or if it is a partial day course, you would have one segment. Enter a description and duration for Day 1 and select “Save”. If you need additional segments, for additional days, select the Green Plus (+) sign, add additional information and select “Save”.

Search Results

Recommended Next: [Add Catalogs](#) [Add Subject Areas](#) [Assign to Users](#)

**Training item 1** COURSE TRAIN\_1 (Rev 1 - 8/8/201...

**Description:** [Cover Page \(Inactive\)](#)

<b>Classification:</b> Instructor-Led	<b>*Domain:</b> Department of Labor (DOL)
<b>Approval Process:</b>	<b>Approval Required:</b> No
<b>Assign. Type:</b>	<b>Credit Hours:</b>
<b>Contact's Email:</b>	

[View All](#)

**Related** [More](#) **Segments** [+](#)

Description	Duration	Delay Start	Location Type	Actions	Delete
Day 1	8.00	0.00	Conference Room	Equipment	<input type="checkbox"/> Select All
Day 1				Copy To All	

[Save](#) [Cancel](#)

8. Add your item to the Catalog to which it should belong. The Catalog determines who the course is available to. For example, a course available to all of DOL would be placed in DOL\_CTLG\_ALL while a course only available to OIG would be placed in OIG\_CTLG\_ALL. Select the Green Plus (+) sign button to search for a Catalog to add your item and select the "Add" button to continue.

Search Results

Recommended Next: [Add Catalogs](#) [Add Subject Areas](#) [Assign to Users](#)

**Training item 1** COURSE TRAIN\_1 (Rev 1 - 8/8/201...

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<b>Assign. Type:</b>	<b>Credit Hours:</b>
<b>Contact's Email:</b>	

[View All](#)

**Related** [More](#) **Catalogs** [+](#) [Change Catalog Prices](#)

Description	Catalog Options	Price	Remove
No Records			

[Add Catalogs](#)

**Catalogs**

**Add Item To Catalogs**

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (60 total records) Page 1 of 6. Go Select All / Deselect All

Catalog ID	Description	Add Schedules	Add
BLS University	BLS_University	<input type="checkbox"/>	<input type="checkbox"/>
BLS University Supervisor Only	BLSU Supervisor Only Course Offerings	<input type="checkbox"/>	<input type="checkbox"/>
BLS_CTLG_ALL	Catalog for all BLS	<input type="checkbox"/>	<input type="checkbox"/>
BLS_TEST	BLS Test Catalog for LearningLink Training Purposes	<input type="checkbox"/>	<input type="checkbox"/>
CTR_CTLG_ALL	Catalog for DOL Contractors	<input type="checkbox"/>	<input type="checkbox"/>
DOLImport05282013	SkillSoft Audit Load	<input type="checkbox"/>	<input type="checkbox"/>
DOLImport07232007	For DOL SkillSoft Course Import	<input type="checkbox"/>	<input type="checkbox"/>
DOL_CTLG_ALL	Catalog for all Department of Labor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOL_CTLG_HR_SUPER	Catalog for all DOL Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
DOL_CTLG_IT_ALL	Catalog for all DOL IT employees	<input type="checkbox"/>	<input type="checkbox"/>

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (60 total records) Page 1 of 6. Go Select All / Deselect All

Add

9. Select View All button to view Additional Settings. From this window, you will be able to enter additional information such as the required EHRI fields and Contact Hours. Once desired information is added, select "Save" button.

Search Results

Recommended Next: Add Catalogs Add Subject Areas Assign to Users

**Training Item 1** COURSE TRAIN\_1 (Rev 1 - 8/8/201...

Description: [Empty Field] Cover Page (inactive)

Classification: Instructor-Led	*Domain: Department of Labor (DOL)
Approval Process:	Approval Required: No
Assign. Type:	Credit Hours:
Contact's Email:	

View All

Related More Catalogs Change Catalog Prices

Assignment Profiles Description Catalog Options Price Remove

Actions: Assign, Schedule, Bookmark, Cover Page (Inact...), Send Notification, Copy, Revise, Delete

**Additional Settings**

\*Required Fields

Active:	Yes	Creation Date:	8/8/2014
Source:		Length:	8.00
Max Registration:		Min Registration:	
Self Registration:	Yes	Supervisor Registration:	Yes
Branch approval:		Branch approval date:	
OTI Approval:		OTI approval Date:	
Curriculum approval date:		Branch:	
Column 20:		Column 30:	
Column 40:		Column 50:	
Column 60:		Column 70:	
Column 80:		Column 90:	
Column 100:		Course Vendor:	
Training Accred. Indicator:		Exclude from EHRI:	
Course ID from Vendor:		Training Source Type:	
Training Purpose:		Training Sub Type Code:	
Training Credit:		Training Credit Desig. Type:	
Training Delivery Type Code:		Training Credit Type Code:	
Column 1,132:		Instructor Competencies:	
Multilingual Course:		Internal or External Course:	
Training Certification Type:		Course Development Cost:	
Estimated Tuition and Fees:		Training Materials Cost:	
Cont. Svc. Agreement Req'd:			

Design


Save Cancel

10. If you wish to add an instructor, select the “More” button beside Related. A window will appear and you can select the “Instructors” tab. Search for an instructor and select “Add”.  
(Note: If your desired instructor is not found, you will need to create an Instructor by navigating to Learning > Instructors> Add New)

Search Results

Recommended Next: Add Catalogs Add Subject Areas Assign to Users

**Training Item 1** COURSE TRAIN\_1 (Rev 1 - 8/8/2014)

Description:  [Cover Page \(Inactive\)](#)

Classification:	Instructor-Led	*Domain:	Department of Labor (DOL)
Approval Process:		Approval Required:	No
Assign. Type:		Credit Hours:	
Contact's Email:			

[View All](#)

Related **More** Catalogs Change Catalog Prices

Assignment Profiles Description Catalog Options Price Remove

**Actions**

- Assign
- Schedule
- Bookmark
- Cover Page (Inact...
- Send Notification
- Copy
- Revise
- Delete

Training Item 1 (COURSE TRAIN\_1 (Rev 1 - 8/8/2014 10:52 AM)) - Related

Evaluations

**Instructors**

Notifications

Objectives

Requests

Government Reporting

Chargeback

Cost Calculation

Documents

Grading Options

Materials

Pricing

Request Reasons

### Instructors

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#### Edit the Item

Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)

Check Instructor Authorization: ☐

Apply Changes Reset

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#### Add an Authorized Instructor to an Item

Enter Instructor ID or [add one or more from list](#)

Instructor ID:

Add Reset

---

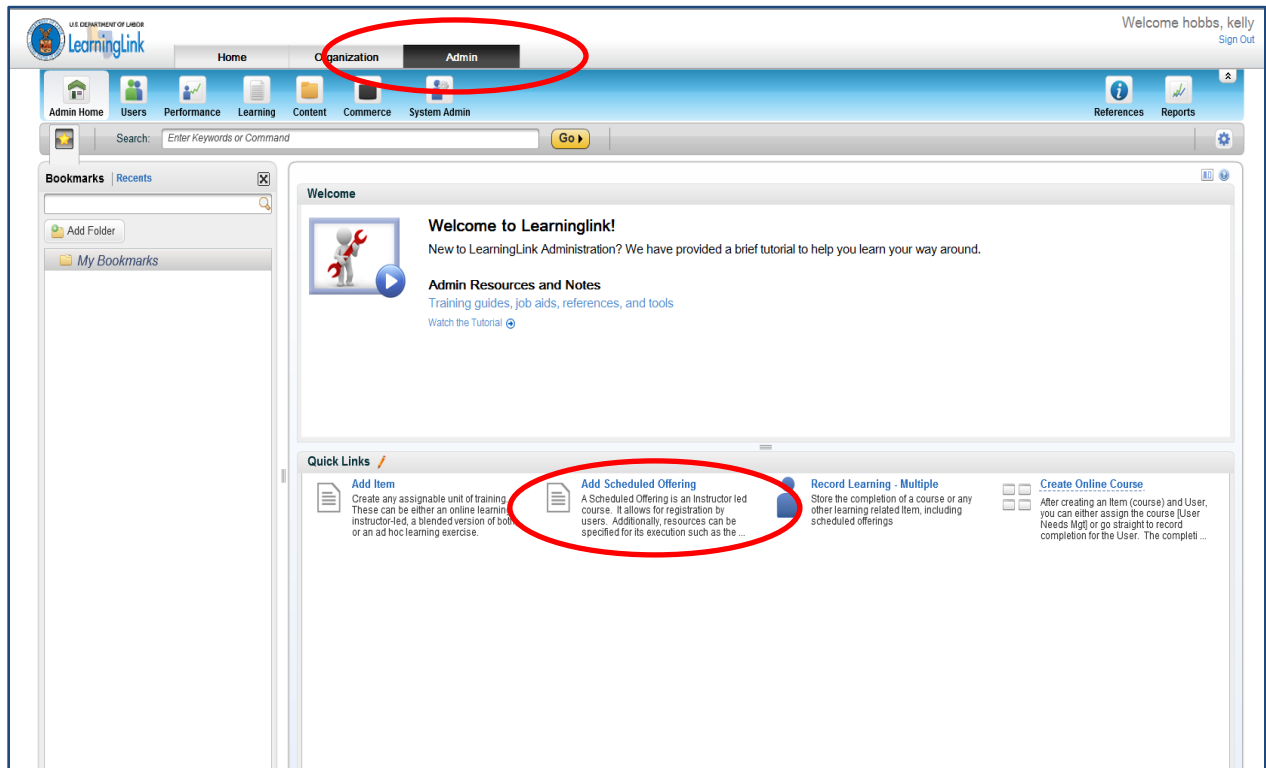
#### Update the Authorized Instructors for the Item

There are no authorized instructors associated with this item.

11. At this point, all the required fields are entered and you can schedule your course by creating a Scheduled Offering.

## Follow these steps to create a scheduled offering in LearningLink:

1. Log into LearningLink and select the Admin Tab
2. Select the “Add Scheduled Offering” from the Welcome screen
  - a. Note you can also search for and add scheduled offerings by selecting the “Learning” button on the menu bar.



3. Select the magnifying glass icon next to the Item ID field to search for the Item for which you wish to create a scheduled offering. Once you find and select the Item, the following fields will populate on the scheduled offering based on the item selected:
  - a. Item Type
  - b. Item ID
  - c. Domain



**Add New Scheduled Offering** [Help](#)

\* = Required Fields

**1. Summary Information**

\* Type: ☒ Item ☐ Schedule Block

\* Item Type:

\* Item ID:

\* Domain:

Description:

Catalogs: ☒ Publish in all associated catalogs  
Catalogs may be individually removed from the Scheduled Offering.

**2. Schedule Information**

\* Start Date:   
(MM/DD/YYYY)

\* Start Time:   
(hh:mm AM/PM)

\* Time Zone:

[Preview](#)

**3. Resources**

Facility:  [+](#)

Primary Location:  [+](#)

Primary Instructor:  [+](#)

Equipment:  [+](#)

Resource Usage View:  [+](#)

[Save](#) [Cancel](#)

4. Enter the Start Date, Start Time, and Time Zone for the Scheduled Offering.

**2. Schedule Information**

\* Start Date:   
(MM/DD/YYYY)

\* Start Time:   
(hh:mm AM/PM)

\* Time Zone:

[Preview](#)

5. Select the Facility, Primary Location and Primary Instructor and select "Save".  
(Note: If your desired Facility and Primary Location is not available, please contact OTD to get it added. Your Primary Instructor will only be available if it was associated to an Item.)

### 3. Resources

**Facility:** 2 Massachusetts Ave NE, Washington, DC (2\_...) +

**Primary Location:** PC Training Room 1 (BLS\_PC1) +

**Primary Instructor:**  +

**Equipment:**  +

**Resource Usage View:** Location ↺

Save Cancel

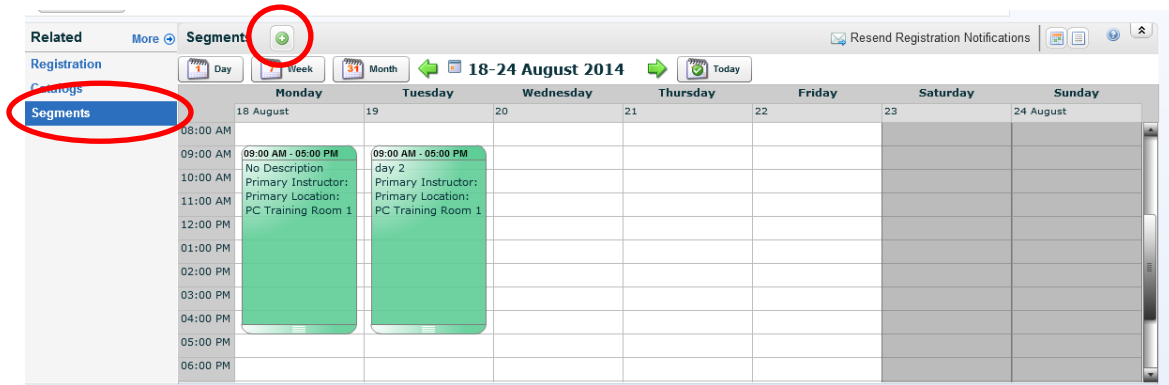
- By default, the LearningLink places the scheduled offering in the same catalog as the Item but you can add additional Catalogs by selecting the Green Plus (+) sign and searching for a Catalog.

<b>Item:</b> COURSE TRAIN_1 (Rev 1 - 8/8/2014 10:5...	<b>Approval Process:</b>
<b>Approval Required:</b> No	<b>*Domain:</b> Default Public Access Domain (PUBL)
<b>End Date:</b> 8/19/2014	<b>End Time:</b> 05:00 PM
<b>Facility:</b> 2 Massachusetts Ave NE, W	<b>Instructor:</b> No Name
<b>Start Date:</b> 8/18/2014	<b>Start Time:</b> 09:00 AM
<b>*Time Zone:</b> Eastern Standard Time (America/Ne...	<b>Registration Status:</b> 0 enrolled, 0 waitlisted

[View All](#)

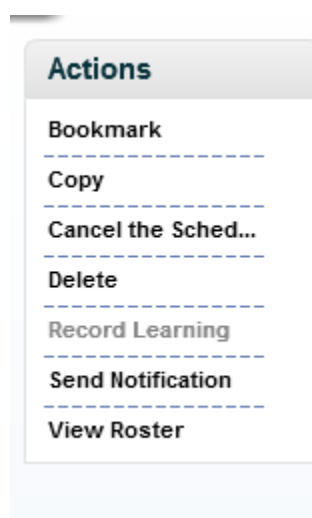
<b>Related</b> <a href="#">More</a>	<b>Catalogs</b> <span>+</span> <a href="#">Change Catalog Prices</a>				
<a href="#">Registration</a> <a href="#">Catalogs</a> <a href="#">Segments</a>	<table border="1"> <thead> <tr> <th>Description</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> </tr> </tbody> </table>	Description	Price		1
Description	Price				
	1				

- You can select Segments to view and confirm the timing of your Scheduled Offering. Note that the end time is based on the duration selected when creating the Item. You are able to adjust this time if necessary or add additional Segments by selecting the Green Plus (+) sign.



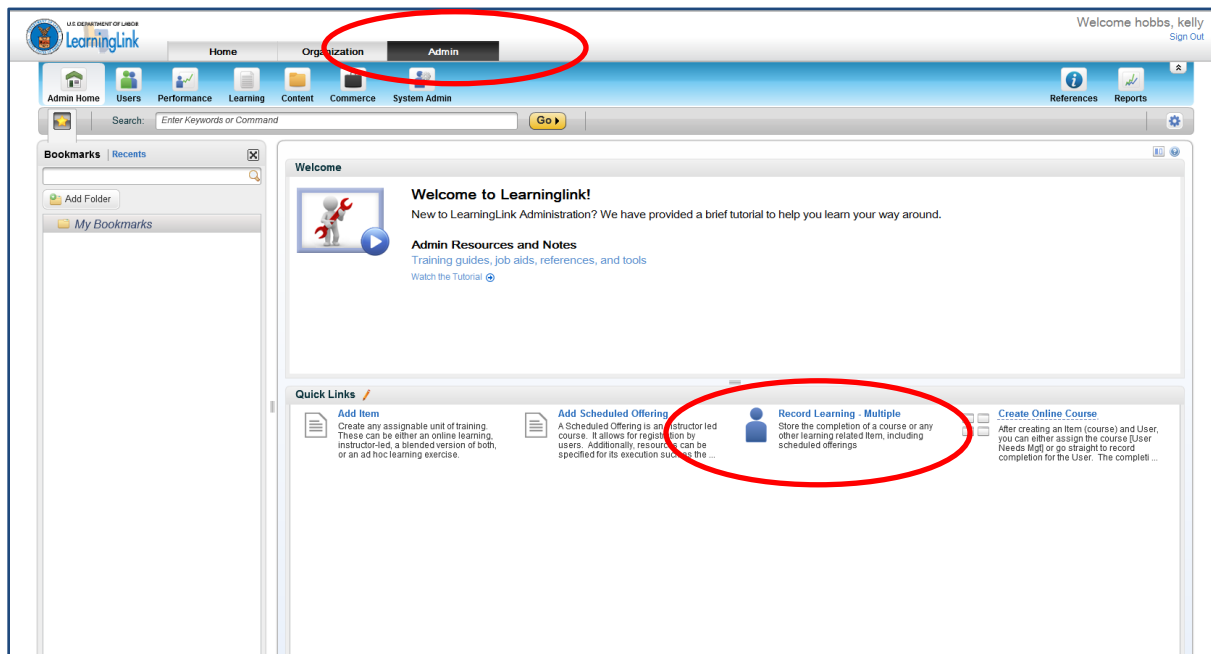
- At this point, all required information is complete for the Scheduled Offering. To complete additional tasks, such as viewing registered participants or to send a notification, use the appropriate links under the Actions from the main Scheduled Offering page.

**You can use the Copy function to copy the Scheduled Offering for course that may have many offerings on different dates or different locations.**



## Follow these steps to record learning for a scheduled offering in LearningLink:

1. Log into LearningLink and select the Admin Tab
2. Select “Record Learning - Multiple” from the Welcome screen
  - a. Note you can also record learning by selecting the “Users” button on the menu bar.



3. Choose “Scheduled Offering” under “What kind of learning do you want to record?”

What kind of learning you want to record?

☐ Item ☒ Scheduled Offering ☐ External Event

4. Select the magnifying glass icon next to the Scheduled Offering ID field to search for the scheduled offering for which you wish to record learning. Once you have selected the scheduled offering, select the “Auto Fill from Registration” button to populate the list of registrants for the scheduled offering.

### Record Learning - Multiple | Help |

Initial Information > Edit Details > Confirm

[Next](#)

This wizard is to record learning history for multiple users for one or more items, scheduled offerings or external events. Simply indicate the type of learning to record, select the related items, scheduled offerings or external event to be recorded for each, and specify the users for whom you want to record the learning history.

What kind of learning you want to record?

☐ Item ☒ Scheduled Offering ☐ External Event

**Search & Add Offerings**

Scheduled  [Add](#)

Offering ID:

**List of Selected Offerings**

Scheduled Offering ID	Item	Title
437846	COURSE DOL_PM_101 (Rev 1 - 3/11/2013 04:43 PM America/New York)	Project Management 101

**Search & Add Users**

User  [Add](#) [Auto Fill From Registration](#)

User ID:

**List of Selected Users**

User ID	Name	
cranston.rebecca_CTR	Cranston, Rebecca	<a href="#">Remove</a>
sarkis.christopher	Sarkis, Christopher D	<a href="#">Remove</a>
scranton.andrew_CTR	Scranton, Andrew	<a href="#">Remove</a>
smith.jayson	Smith, Jayson J	<a href="#">Remove</a>

- From this list of registrants, remove any that did not attend the scheduled offering. If there were attendees that did not register, use the magnifying glass next to the User ID field to locate them and add them to the list of selected users. Select the “Next” button to continue recording learning.
- Choose a Completion Status of CRS-COMP (Course Complete) from the confirmation screen and select the “Apply Changes” button to save this status. Select the “Next” button to continue recording learning.

**Edit Details**

Group By: Scheduled Offering

[Apply Changes](#)

\* = Required Fields

Scheduled Offering	Completion Date	Grade	Attendance	* Completion	Total Hrs (1000)	Credit Hrs (1000)	Contact Hrs (1000)	CPE (1000)
(437846) COURSE DOL_PM_101 (Rev 1 - 3/11/2013 04:43 PM America/New York)	3/12/2013 12:00 PM America/New York		--	<span>CRS-COMP (Course Complete) - For Credit</span>	4.00			

[Apply Changes](#)

- Click "Submit" to finish recording learning.

Record Learning - Multiple

Initial Information > Edit Details > Confirm

Previous

Submit

Review the summary of the learning history to be recorded by the system. If you are satisfied with the summary, click Submit to record the learning history. Use the option button to indicate the way competencies are assessed by the system when recording the learning history: **Assess based on the Item Settings**, **Assess all items**, or **Do not assess** which will have the system ignore the competencies.

Change the way competencies are assessed

☒ Assess based on item setting
 ☐ Assess all items
 ☐ Do Not Assess

Scheduled Offering ID: 437846

Item: COURSE DOL\_PM\_101 (Rev 1 - 3/11/2013 04:43 PM America/New York)

Title: Project Management 101

User ID	User Name	Grade / Completion	Completion Date	Total Hours	Credit Hours	Contact Hours	CPE	Comments
sarkis.christopher	Sarkis, Christopher D	CRS-COMP	3/12/2013 12:00 PM America/New York	4.00				
smith.jayson	Smith, Jayson J	CRS-COMP	3/12/2013 12:00 PM America/New York	4.00				
cranston.rebecca_CTR	Cranston, Rebecca	CRS-COMP	3/12/2013 12:00 PM America/New York	4.00				
scranton.andrew_CTR	Scranton, Andrew	CRS-COMP	3/12/2013 12:00 PM America/New York	4.00				